



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
DIVISION OF EMPLOYMENT SECURITY

## DIRECT DEPOSIT AUTHORIZATION/CHANGE REQUEST

The Division of Employment Security provides a safe, easy, and trouble-free way for you to receive your weekly unemployment benefit. **The mandatory payment method for receiving your weekly benefit is direct deposit. Direct Deposit places your benefit payment electronically into your checking or savings account instead of having to wait to receive your check by mail.**

**AUTHORIZATION/CHANGE** (IF YOU HAVE USED DIRECT DEPOSIT ON A PREVIOUS CLAIM, YOU ONLY NEED TO SUBMIT THIS FORM AGAIN IF THERE HAS BEEN A CHANGE IN YOUR ACCOUNT.)

I hereby authorize Missouri Division of Employment Security, hereinafter called MODES, to initiate credit entries, and debit entries for any erroneous credit, to my checking or savings account at the following bank or financial institution: \_\_\_\_\_

*(bank or financial institution)*

hereinafter called DEPOSITORY, to credit and/or debit the same to such account. I have enclosed one of the following for MODES use, necessary to allow deposits into my account: *(check one)*

- ☐ CHECKING ACCOUNT – Enclose a voided or canceled check.
- ☐ SAVINGS ACCOUNT – Enclose a savings deposit slip with the bank's routing number and account number.

This authority is to remain in force until MODES has received notification from me of its termination in such time and in such manner as to afford MODES and DEPOSITORY a reasonable opportunity to act on it.

Social Security Number \_\_\_\_\_ Name \_\_\_\_\_  
*(please print)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Direct deposit does not take effect until 10 days after entry into our system to allow account verification with your bank or credit union. If benefits are due before that date, payment will be sent by mail. Information about deposits made to your account may be checked by calling the local/toll free number that you use for filing weekly claims, select “CLAIMANT INFORMATION” and then “AUTOMATED INFORMATION ABOUT A WEEK YOU HAVE ALREADY CLAIMED.”

### **Advantages of Direct Deposit**

#### ***Security***

Reduces the risk of loss, theft, or forgery of benefit payments.

#### ***Convenience***

Gives you timely and uninterrupted deposits and access to your money from any ATM.

#### ***Trouble-Free***

Eliminates inconveniences, such as standing in line or traveling to your bank or financial institution.

#### ***Worry-Free***

Relieves you of the anxiety associated with the uncertainty of mail delivery service.

***Unless you are granted  
a waiver to Direct  
Deposit, your benefits  
will be electronically  
transferred to  
your checking or  
savings account.***

### **PLEASE RETURN COMPLETED FORM AND DOCUMENTATION TO:**

Mail: Attn: Benefits Section  
Missouri Division of Employment Security  
P.O. Box 59  
Jefferson City, MO 65104-0059

DUE TO ELECTRONIC PROCESSING, THIS  
FORM AND THE DOCUMENT MUST BE MAILED.  
DO NOT FAX.

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